

ADMINISTRATIVE CODE

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

TABLE OF CONTENTS

485-X-1	Composition and Operation of Board
485-X-2	Officers of Board and Their Duties
485-X-3	Fees and Charges
485-X-4	Certificates of Registration, Issuance and Reinstatement
485-X-5	Examination and Registration
485-X-6	Revocation or Suspension of Certificates
485-X-7	Complaints and Violations

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-1 COMPOSITION AND OPERATION OF BOARD

TABLE OF CONTENTS

485-X-1.01	Name
485-X-1.02	Membership
485-X-1.03	Meetings
485-X-1.04	Order of Business
485-X-1.05	Expenses of the Board
485-X-1.06	Financial Operation of the Board
485-X-1.07	Quorum

485-X-1.01 **Name**

The name of this Board shall be the "Alabama State Board of Registration for Interior Designers."

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.02 **Membership**

All appointments to membership on the Board shall be made by the Governor of the State of Alabama as provided for by the Registration Act. Upon the expiration of his or her term of office, a member shall continue to serve until his or her successor is appointed and qualified.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.03 **Meetings**

The Board shall have at least two meetings per year for the purpose of examining candidates for registration as interior designers and to conduct other Board business. The Board may hold such other meetings and hearings as required for the proper performance of its duties under the Registration Act.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.04**Order of Business**

The order of business at any meeting shall be established by the Chairman.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.05**Expenses of the Board**

The Board shall determine what are reasonable and necessary expenses and shall fix the salaries and per diem and expense allowances of the Board members, employees, and consultants as allowed by the laws of the State of Alabama.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.06**Financial Operation of the Board**

Requisitions on the State Treasurer for payments out of the Interior Design Fund shall be made only upon orders of the Board in accordance with the provisions of the Registration Act.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-1.07**Quorum**

A quorum of the Board shall consist of three (3) members of the Board, of which a majority vote is required for the approval of any decision.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-2 OFFICERS OF BOARD AND THEIR DUTIES

TABLE OF CONTENTS

- 485-X-2.01 Chairman
- 485-X-2.02 Secretary/Treasurer

485-X-2.01 **Chairman**

The Chairman shall exercise general supervision of the Board's affairs, shall preside at all meetings when present, shall appoint any committees within the Board, shall approve all vouchers, and shall perform all other duties pertaining to the office as deemed necessary and appropriate. The Chairman may assume the duties of the Secretary/Treasurer when deemed necessary.

Author: Alabama State Board of Registration for Interior Designers
Statutory Authority: *Code of Alabama 1975*, §34-15A-6
History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-2.02 **Secretary/Treasurer**

The Secretary/Treasurer shall be an administrative officer of the Board. He shall act as its recording and corresponding secretary and may have custody of and shall safeguard and keep in good order all property and records of the Board which the Chairman deems necessary and appropriate; cause written minutes of every meeting of the Board to be kept in a book of minutes; keep its seal and affix it to such instruments as require it; sign all instruments and matters that require attest and approval of the Board; act as Treasurer and receive and deposit all funds to the credit of the "Interior Design Fund" in the State Treasury; attest all itemized vouchers approved by the Chairman for payment of expenses of the Board; make such reports to the Governor and Legislature as provided for by law or as requested by same; and keep the records and any books of account of the Board's financial affairs.

Author: Alabama State Board of Registration for Interior Designers
Statutory Authority: *Code of Alabama 1975*, §34-15A-6
History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-3 FEES AND CHARGES

TABLE OF CONTENTS

485-X-3.01 Fees and Charges

485-X-3.01 **Fees and Charges**

All fees and charges shall be as prescribed by the Board and in accordance with the Registration Act.

The following fees and charges have been established:

Initial Registration Fee	\$50.00
Out-of-State Registration Fee	\$50.00
Annual Renewal Fee	\$50.00
Out-of-State Renewal Fee	\$50.00
Replacing Lost Certificate	\$25.00
Inactive Status	\$0.00
Fee for Records Reproduction	Min.\$25.00

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-4 CERTIFICATES OF REGISTRATION, ISSUANCE AND REINSTATEMENT

TABLE OF CONTENTS

- 485-x-4.01 Certificates of Registration
- 485-X-4.02 Reinstatement of Certificates
- 485-X-4.03 Lost or Destroyed Certificates
- 485-X-4.04 Inactive Status

485-X-4.01 **Certificates of Registration**

Certificates of Registration issued by the board shall run to and include December 31 of the calendar year following their issue. The initial registration fee of \$50.00 (\$50.00 out-of-state) is due upon approval of the applicant's application by the Board. Certificates must be renewed annually for the following calendar year, by the payment of a fee of \$50.00 (\$50.00 out-of-state); provided that any approved applicant who has paid the initial registration fee after May 1 of the preceding calendar year shall not be required to pay the renewal fee until October 31 of the next succeeding calendar year. Renewal fees are due annually by October 31. Certificates not renewed by December 31 shall become invalid.

Author: Alabama State Board of Registration for Interior Designers
Statutory Authority: *Code of Alabama 1975*, §34-15A-6
History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-4.02 **Reinstatement of Certificates**

When a certificate has become invalid through failure to renew by December 31, it may be reinstated by the completion of a new application, including a written response explaining the reason for the lapse in keeping registration current. Failure to renew by those persons grandfathered into this act and not required to take the NCIDQ exam for registration will result in those persons losing the grandfather status. In order for those persons to be reinstated, they will fall under the requirements of all applicants, which includes the requirement for successful passage of the NCIDQ exam.

Author: Alabama State Board of Registration for Interior Designers
Statutory Authority: *Code of Alabama 1975*, §34-15A-6
History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-4.03**Lost or Destroyed Certificates**

Lost or destroyed certificates may be replaced on presentation of a sworn statement giving the circumstances surrounding the loss or destruction thereof, together with a fee of \$25.00. Such replaced certificate shall bear the same date and number as the original and shall be marked "Duplicate."

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-4.04**Inactive Status**

The registered interior designer must request inactive status in writing and can return to active membership. The inactive member will not be listed in the roster and is not eligible to advertise and exercise the privileges of active membership. When requesting reinstatement, he/she will be required to pay the entire annual fee for the full year.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-5 EXAMINATION AND REGISTRATION

TABLE OF CONTENTS

- 485-X-5.01 Qualifications for Registration
- 485-X-5.02 Application Procedure
- 485-X-5.03 Reciprocal Registration
- 485-X-5.04 Examination

485-X-5.01 **Qualifications for Registration**

For registration as an interior designer, evidence must be submitted to the Board that the applicant has completed either 48 semester college credit hours or 60 quarter college credit hours related to the field of interior design, has a minimum of 2 years work experience in the field, and has satisfactorily established by written examination his/her competence to perform the services of an interior designer.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-5.02 **Application Procedure**

Application must be made to the Board on application forms obtained from the Chairman or Secretary/Treasurer upon request by an applicant. Official transcripts are required, along with a \$50.00 (\$50.00 out-of-state) registration fee.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-5.03 **Reciprocal Registration**

Persons providing evidence of registration or licensing in another state, whose requirements for registration are equivalent to Alabama's requirements and who extend the same privilege to those registered in Alabama, may become registered by the Board upon payment by such person of the initial registration fee. A letter of good standing must be received by the board along with file copies of their transcript, NCIDQ certificate, and work experience.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-5.04**Examination**

The examination for purposes of the registration act shall be the National Council for Interior Design Qualification (NCIDQ) Examination, which shall be held at least twice a year in the State of Alabama. Application forms for said examination may be obtained by contacting the NCIDQ office, 1200 18th Street, NW, Suite 1001, Washington, DC 20036-2506. It is the responsibility of the applicant to file the examination form with NCIDQ in a timely fashion. The applicant must pass all portions of the examination, and submit proof of passage to the Board.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-6 REVOCATION OR SUSPENSION OF CERTIFICATES

TABLE OF CONTENTS

- 485-X-6.01 Authority of Board to Suspend or Revoke Certificate of Registration
- 485-X-6.02 Procedure for Suspension or Revocation

485-X-6.01 Authority of Board to Suspend or Revoke Certificate of Registration

The Board may suspend for a definite period or revoke any Certificate of Registration on grounds that a registrant fraudulently or deceitfully obtained same or for other good cause shown where the registrant is in violation of this Code or Code of Alabama (1975) §34-15A-1, et seq.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-6.02 Procedure for Suspension or Revocation

The Board shall give written notice of the nature of the allegations against a registrant and the time and place of a hearing by certified mail and addressed to the last known place of business or residence of the registrant, not less than thirty (30) days before the date fixed for such hearing. The Board may administer oaths and affirmations, examine witnesses, and receive evidence at such hearing. The registrant may testify and offer evidence in his own behalf, and call witnesses to offer testimony or other evidence in his behalf. Upon conclusion of the hearing, the members of the Board shall determine the appropriate action to be taken, and shall notify the registrant of such action by written notice addressed to the last known place of business or residence of said registrant. Any decision adverse to the registrant may be appealed or reviewed in accordance with the laws of the State of Alabama.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

ALABAMA STATE BOARD OF REGISTRATION FOR INTERIOR DESIGNERS

CHAPTER 485-X-7 COMPLAINTS AND VIOLATIONS

TABLE OF CONTENTS

- 485-X-7.01 Procedures for Complaints and Violations
- 485-X-7.02 Response to Violations
- 485-X-7.03 Procedure for Repeat Violations

485-X-7.01 **Procedures for Complaints and Violations**

The Board shall have the power to investigate or cause to be investigated any matter that is brought to the Board's attention. The Board shall have the power to hold informal and formal hearings. The Board has the power to suspend registration, to revoke registration, seek injunctive relief, and/or other appropriate measures upon any interior designer found guilty of any violation; or any one practicing interior design not lawfully registered.

Complaints should be made in writing to the Secretary/Treasurer or Chairman of the Board and should include a copy of the alleged violation. Complaints need to include the name and complete address of the alleged violator. Names of persons issuing complaints will be kept in confidence by the Board, and will not be issued to the alleged violator.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

485-X-7.02 **Response to Violations**

When it has been determined that a violation has been made, a written violation notice is sent by the deputy attorney general designee to the violator by certified mail with a return receipt requested. A complete statement of the violation is communicated, and a request for a written response from the violator is required within 10 days of his/her receipt of the notice. A record of the violation, along with the written response, will be kept in the Board records for future reference. Failure to reply may result in the Board seeking injunctive relief against the alleged violator in the Circuit Court of Montgomery County, Alabama.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000

Repeat violations may result in the Board seeking injunctive relief. The Board shall give written notice to the violator with the time and place of a hearing by certified mail, with a return receipt requested and addressed to the last known place of business or residence of the violator, not less than 30 days before the date fixed for such hearing. The Board may administer oaths and affirmations, examine witnesses, and receive evidence at such hearings. The violator may testify and offer evidence in his/her own behalf, and call witnesses to offer testimony or other evidence in his/her behalf. Upon conclusion of the hearing, the members of the Board shall determine the appropriate action to be taken. The violator will be notified of such action by written notice to the last known address of the violator. Any decision adverse to the violator may be appealed or reviewed in accordance with the laws of the State of Alabama. The violator also has the option of admitting guilt to the violation and waiving the right to a hearing. Such waiver may result in a written citation to the violator.

Author: Alabama State Board of Registration for Interior Designers

Statutory Authority: *Code of Alabama 1975*, §34-15A-6

History: new rule: filed September 15, 2000 effective October 20, 2000